

City of Fort Worth, Texas

Job Description

Classification Title	Policy Analyst		
Job Code:	PR2060	Job Family:	Professional
Pay Grade	609	Date Created:	06/18/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Researches, develops, edits and processes policy and procedures for review and approval of the command staff and Chief of Police. Coordinates the development, training and policies associated with the communicable disease program and safety program. Maintains and responds to the police website; maintains the department's General Orders and Special Orders; and coordinates efforts to meet requirements and standards of the Texas Law Enforcement Recognition Program.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversees the investigation and research of various safety practices and equipment, including development of building evacuation and safety plans and personal safety and awareness training; provides guidance to safety staff; and oversees the testing of employees in high risk positions to monitor health and safety issues related to their duties.
3. Evaluates and interprets policy-related legislative changes, law enforcement best practices, command staff requests, and law enforcement studies; and provides policy and procedure recommendations to the Executive Staff.
4. Researches, develops, edits and processes General Orders and Special Orders. Monitors and identifies laws, court cases or procedural concerns that may require a new policy or revision of current policy; researches current or previous orders; drafts and prepares documents for approval; and disseminates order to employees.
5. Reviews Standard Operating Procedure for departmental divisions, sections and units; ensures consistency in procedures; verifies the absence of conflict with General Orders, Special Orders, city rules and regulation or other policy; and maintains in master file.
6. Serves as department liaison between government, law enforcement and health agencies to research, develop and maintain departmental policies and procedures

pertaining to communicable disease treatment and prevention, as well as employee contact with chemical and other harmful substance.

7. Coordinates department exposure incidents of blood-borne pathogens; monitors, reports and maintains information related to incidents; coordinates vaccinations and preventative testing; provides updated classes to teach infectious disease prevention; and develops updates and monitors the department's Communicable Disease Model Plan.
8. Develops and maintains information on the Police Department website. Researches and develops new information for website or monthly articles; and responds to inquiries and emails from the public.
9. Conducts and responds to surveys; analyzes information and develops report of findings; and responds to other law enforcement agencies, universities, government and professional organization surveys.
10. Compiles information and oversees the creation of the annual Racial Profiling Report to ensure reporting criteria is complete prior to payment to vendor; verifies proper functioning of officer reporting software program; compiles statistics for the year; verifies and analyzes data; and generates report.
11. Responds to open records; researches files for requested information; compiles necessary documents; and responds to other agencies requests for information.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Police procedures, statutes and ordinances.
 - General Orders, Special Orders and City rules and regulations.
 - Meet and Confer policy.
 - Medical terminology and research sources.
 - Website and social media dynamics.
 - Police operations.
 - Statistical reporting methods.
 - Crime statistics.
 - Requirements for open records.
 - Methods and techniques of problem solving, research procedures, and public relations.
 - Pertinent OSHA and safety-related regulations.
- **Skill in:**
 - Technical writing.
 - Computers and applicable software.
 - Proofreading.
 - Organization and time management.

- Customer service.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Coordinate with various ranks of sworn personnel and civilian management, outside agencies and city departments.
 - Prepare TCOLE lesson plans and presentations.
 - Coordinate information from various divisions or individuals.
 - Analyze statistical data.
 - Properly interpret the law.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Public Administration, Business Administration, Policy or a related field and two years of experience in policy review, research and statistical analysis.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or

constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.